

## Teen Summer Reading Program Booking Meeting, February 9, 2016

1. We will book in groups of 16. Approximate timing:
  - a. 9:30 – 9:45, number 1-16
  - b. 9:45 – 10:00, numbers 17 - 32
  - c. 10:00 – 10:15, numbers 33 - 48
  - d. 10:15 – 10:30, numbers 49-63

2. Know how much the shows cost per library building:

OLIS, with LSTA funds, will pay for one teen SRP performer at each library building (i.e., main library and branches for cities and towns with multiple locations) for the 2016 Summer Reading Program.

**Teen Summer Reading Program (ages 10+; your library may designate your show for older teens):**

Show 1 - \$0.00 (LSTA funds pay \$160.00)

Show 2, etc. - \$160.00 (full rate)

3. Don't forget the summer holidays: July 4<sup>th</sup> is a Monday, and Victory Day is Monday, August 8<sup>th</sup>. Shows can be booked from Monday, June 13<sup>th</sup> – Saturday, August 27<sup>th</sup>.

4. Know which performers you want:

- **Amy Eberle**
- **Farm Fresh**
- **Eric Fulford**
- **Jennifer Rolfsema**
- **Rhode Island Computer Museum**
- **Rhode Island Karate Training Center**
- **RIMOSA**
- **Rising Sun Jiu-Jitsu: Dean Watts**
- **Tiffany Vitale**

5. Know the presenter's availability. Please check the presenter information chart for each presenter's availability.

6. The booking procedure:

- a. When it is your turn, you will visit the tables with the performers you'd like to schedule. The performers are all here today to meet with you and will schedule your shows.
- b. After you have agreed on a date and time with the presenter, fill in **2 copies** of your confirmation sheet. You will keep one copy for yourself, and give one copy to Jeremy Cutler or Karen Andrews (from OLIS) who will be sitting in the foyer outside the meeting room. They will enter your shows using laptops.
- c. Make sure the performer has your library code (3 letters), date, and time for his/her confirmation calendar. Each performer will be creating a calendar they will turn in for statewide PR.
- d. Beginning Friday after the booking meeting, librarians will proofread their library's schedule by going to **[http://www.olis.ri.gov/services/srp/library.php?id=\[library code\]](http://www.olis.ri.gov/services/srp/library.php?id=[library code])** and confirming by sending email to [danielle.margarida@olis.ri.gov](mailto:danielle.margarida@olis.ri.gov) that your schedule is correct or that you have found errors for correction. Librarians will figure the costs for each of their own libraries. OLIS will pay for 1 performance for each site.

7. Remember that your booking today is a commitment to pay the performer. It may be possible to reschedule a show if the performer is available on a different date. Hopefully, the schedule developed today will be final. Thank you for your willingness to follow these procedures.